



ITS guide
interview process

After posting a job and receiving applications, ITS HR will print all applications received by the “review date” posted. The hiring supervisor should let ITS HR know who will be on the hiring committee – recommendations are 1 to 4 committee members. ITS HR can begin preparing a packet for each committee member and make sure the committee chair receives all packets to distribute.

These “review packets” will contain a copy of each of the following:

- All applications
- Copy of the job ad
- Job description for the position
- Applicant log to score applications based on the job requirements

Once the committee has met and chosen the short list of candidates to be interviewed and the short-list is approved by Equity Access and Diversity (EAD), ITS HR will complete the following:

- Check schedule availability for each member of the committee through calendars including a conference room (interviews should be in LL 403 at all times if possible)
- Send out calendar invitations to all members so they can save the date, including the room location in the invitation.
- Once the committee members accept these dates, ITS HR will call the short list of candidates to schedule the interviews and give directions on where to park and location of the interviews.
- The committee should pass along their interview questions to ITS HR for approval.

These “interview packets” will contain a copy of each of the following:

- Interview schedule
- Applications
- Job Description
- Ad from paper
- Questions
- The committee chair receives the packets to distribute.

An ITS HR representative will follow these steps of an interview after committee members introduce themselves to the candidate.

1. ITS HR gives candidate an overview of *Information Technology Services*.
2. Chair can give an overview of the position itself.
3. A standard set of questions will be asked of each candidate.
4. Once the questions have all been answered, ask the candidate if they have any questions.
5. ITS HR will go over the references that the candidate has listed, and ask how each reference could attest to their working abilities.
6. Ask candidate of their availability.
7. Explain to the candidate when you will be completing interviews.

After the interviews and the committee's decision on a top candidate, the ITS HR representative will follow this checklist:

- Check references for the top candidate.
- Set up a time with the applicant to meet our ITS Directors. After this meeting and with the OK from the Director of the area, ITS HR will continue to the next step.
- Background check paperwork will be completed by the top candidate. The job is offered "contingent" on the background check coming back OK.
- Once the background check comes back OK, ITS HR will formally offer the job to the candidate and set a start date. If the candidate accepts, ITS HR will schedule a time to complete the new hire paperwork.

